Opening Date:	June 6, 2013	**Closing Date:**	Open until filled
Job Title:	Senior Classification/Compensation Analyst	**Position Type:**	Regular Full Time
PIN:	073282	**FLSA Status:**	Exempt
Location:	Administrative Office of the Courts Human Resources Department	**Grade/Salary Range:**	J14 $47,968 - $57,442
	Annapolis, Maryland		(Depending on Qualifications)
Financial Disclosure:	Yes		

Regular State employees subject to promotion/demotion policy

Essential Functions: This is the advanced level of work in the field of Classification/Compensation and Salary Administration, serving as technical advisor to the Unit Manager. The position is responsible for coordinating professional technical support; providing the reclassification of positions in various occupational areas; conducting job analyses and job evaluation studies to determine the appropriate classification and pay levels; reviewing and proposing classification sound alternatives for organizational structures and proposals for classification and compensation impact; conducting on-site interviews for classification development; preparing analytical reports of classification and compensation findings; developing and revising classification specifications; providing advice to all levels of the Judiciary concerning classification matters; conducting evaluation committee efforts for consistency in job and compensation methodology approach; performing point to grade analysis using a universal job evaluation tool and developing the plan to implement consistent job classifications for all positions.

Education: Possession of a bachelor's degree from an accredited college or university.

Experience: Four years of professional human resource work experience to include three (3) years of which must have been in the area of classification and salary administration, including job analysis and application of universal job evaluation tool.

Preferred: Prior work experience in state or federal government classification systems. Familiarity with MD State government HR systems and how they interface with independent branches.

Note: Professional human resources work experience may be substituted on a year for year basis for up to four years of the required education.

Skills/Abilities: Expertise in the application of point factor systems; knowledge of human resources management theory, policies and practices used in state government systems; strong analytical and organizational skills; effective communication skills and interpersonal skills; ability to provide guidance and accurate advice and information to managers, staff and other administrative officials; ability to develop presentations, special studies and project reports; to develop innovative solutions to resolve complex problems; to handle multiple duties; to define problems, collect data, establish facts, draw valid conclusions and formulate recommendations; to interpret polices, procedures, regulations or laws. Ability to travel to various Maryland Judiciary locations. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below. The Human Resources Department will not be responsible for applications/resumes sent to any other address. Bilingual applicants are encouraged to apply.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov   (Zip files not accepted)